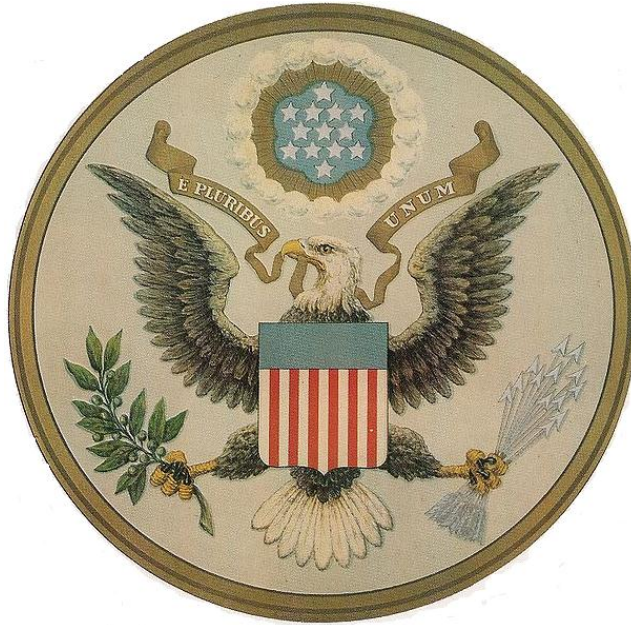


# UNITED STATES DISTRICT COURT DISTRICT OF MAINE



## INFORMATION FOR PRO SE PARTIES

Christa K. Berry, Clerk of Court

202 Harlow Street, 3<sup>rd</sup> Floor  
Bangor, ME 04401  
(207) 945-0575

156 Federal Street  
Portland, ME 04101  
(207) 780-3356

**This information is intended only as an informative and practical resource. It cannot take the place of an attorney's legal advice, nor will it answer all of your questions about what you need to do to represent yourself as a *pro se* litigant.**

INTRODUCTION .....	3
DISTRICT OF MAINE .....	3
RESPONSIBILITIES OF THE PRO SE LITIGANT .....	5
RESOURCES .....	8
ELECTRONIC CASE FILING INFORMATION .....	8
TYPES OF CASES FILED IN FEDERAL COURT .....	9
PRACTICES AND PROCEDURES .....	10
HOW TO FILE A CASE: .....	10
SERVICE OF THE COMPLAINT .....	13
PROCEEDINGS AFTER SERVICE .....	14
DEFENDING A CIVIL CASE/ANSWER TO COMPLAINT .....	14
SCHEDULING ORDERS .....	15
MOTIONS .....	15
DISCOVERY .....	17
PROCEEDINGS AFTER TRIAL OR GRANTING DISPOSITIVE MOTION .....	18
JUDGMENT .....	18
BILL OF COSTS .....	18
APPEAL .....	18
DEFINITIONS OF COMMON LEGAL WORDS .....	20
Appendix A: Sample Complaint and Civil Cover Sheet .....	24
Appendix B: Application To Proceed In District Court Without Prepaying Fees or Costs .....	31
Appendix C: Notice of Pro Se Appearance .....	33
Appendix D: Sample of Certificate of Service .....	33
Appendix E: District Court Fee Schedule .....	35
Appendix F: ECF Registration Form for Pro Se Filers .....	37

## INTRODUCTION

This information is for individuals who are representing themselves in civil actions in the District of Maine without the assistance of an attorney. Parties who choose to represent themselves are referred to as *pro se* parties or *pro se* litigants.

*Pro se* means “for yourself.”

As a *pro se* litigant, you are representing yourself and can present only your own claims and defenses. Under the law, you generally cannot speak for another person or an entity such as a company or business. A *pro se* litigant also may not authorize another person who is not an attorney to appear for them. This includes a spouse, relative or another party.

## DISTRICT OF MAINE

The United States District Court for the District of Maine has offices in Portland and in Bangor. Three district judges and one full-time magistrate judge hold court in Portland, and one district judge and one full-time magistrate judge hold court in Bangor. However, all judicial officers have district-wide powers and occasionally they alternate their locations to hold court.

The judicial officers in the District of Maine are:

**District Judges:**

**Portland**  
George Z. Singal  
D.Brock Hornby  
Nancy Torresen

**Bangor**  
John A. Woodcock, Jr., Chief Judge

**Magistrate Judges:**

**Portland**  
John H. Rich III

**Bangor**  
Margaret J. Kravchuk

The magistrate judges are appointed by the district judges to assist in the handling of cases. Both full-time magistrate judges can perform the full range of duties permitted by law, including holding jury and non-jury trials. A consent to trial before a magistrate judge will ordinarily mean that the case will be assigned for trial on a specific date, which can be an attractive alternative to having the case otherwise placed on a long list of cases for a district judge.

Cases are filed either in Bangor or Portland depending on the county in which the lawsuit arises. Cases arising out of Aroostook, Franklin, Hancock, Kennebec, Penobscot, Piscataquis, Somerset, Waldo and Washington counties are filed and ordinarily tried in Bangor. Those cases arising out of Androscoggin, Cumberland, Knox, Lincoln, Oxford, Sagadahoc and York counties are filed and tried in Portland. However, an exception to the filing rule provides that Knox County cases brought by inmates at the Maine State Prison in Warren must be filed in Bangor and are automatically referred to the magistrate judge in Bangor. Each judge oversees his/her own caseload. A case manager is assigned to each district

judge; and the case manager is responsible for recording the pleadings and court proceedings on the docket, scheduling conferences and trials, and performing courtroom work for that judge. All case-related inquiries should be directed to one of the case managers to whom the case is assigned. **It is not permissible to write or telephone directly the judge assigned to your case.**

The Clerk's Office addresses and phone numbers are:

**Bangor Cases:**

Clerk, U.S. District Court  
Margaret Chase Smith Federal  
Building & Courthouse  
202 Harlow Street, 3<sup>rd</sup> Floor  
Bangor, ME 04401  
(207) 945-0575

**Portland Cases:**

Clerk, U.S. District Court  
Edward T. Gignoux, U.S. Courthouse  
156 Federal Street  
Portland, ME 04101  
(207) 780-3356

## RESPONSIBILITIES OF THE PRO SE LITIGANT

As a *pro se* litigant, you have certain responsibilities and take on certain risks.

You must make sure all the documents filed with the Court comply with the [Federal Rules of Civil Procedures](#) (Fed. R. Civ. P. ) and [Local Rules for District of Maine](#).

The fact that you do not have an attorney does NOT relieve you of this obligation.

The attorneys who practice in this Court are skilled and experienced lawyers who have a comprehensive understanding of the requirements of federal trial practice.

The following list of responsibilities is not intended to be exhaustive, and only provides a few examples of the manner in which *pro se* litigants are expected to conduct themselves when pursuing an action in this Court:

1. You are required to diligently prosecute your lawsuit. Unless and until you obtain an attorney to represent you, it is your responsibility to do everything necessary to prepare your case for trial. This includes, but is not limited to, responding to discovery requests and motions. If the case goes to trial, it will also be your responsibility to present your case in court.
2. Do not expect any correspondence or orders from the Court instructing you how to pursue your lawsuit. If you fail to follow established procedures and orders issued by the Court, your case may be subject to dismissal.
3. The original, signed version of all pleadings must be filed with the Court; each attorney's or *pro se* litigant's name must be typed or printed and signed on the last page of every pleading. Pursuant to F.R.Civ.P. 5, you are required to serve each litigant's attorney (or the defendant, if that defendant is also appearing *pro se*) with copies of all pleadings and motions filed with the Court. Likewise, each litigant or the opposing party attorney, is required to serve you with copies of all pleadings and motions filed on behalf of the party s/he is representing.
4. The title of each pleading must be included in the caption, and the docket number must be written on each document.
5. Rule 5.2 of the Federal Rules of Civil Procedure provides that any document filed with the Court whether a complaint, motion, answer, or other document, that contains, an individual's Social Security number, taxpayer-identification number, birth date, the full name of an individual known to be a minor, or a financial account number must be "redacted." This means that BEFORE you file the document with the Court you must make sure that the document contains only the last four digits of the Social Security or taxpayer number, only the year of the individual's birth, only the minor's initials and only the last four digits of the financial account number. **THE PERSON FILING THE DOCUMENT IS RESPONSIBLE FOR MAKING THESE REDACTIONS.** The reason for this rule is to protect an individual's privacy because all filings submitted to the Court, whether electronic or in paper format, will appear on the PACER docket and be publicly available.
6. You must keep the Court and the other party advised of any change of your address or telephone number. This is done by providing a Notice of Change of Address in writing. Failing to do so may result in the imposition of sanctions, which could include the dismissal of your case.

7. You should retain a copy of all documents submitted to the Court for your records. The Court or Clerk's Office cannot provide copies to you free of charge. There are fees associated with providing photocopies.

Rule 11 of the Federal Rules of Civil Procedure prohibits filing lawsuits that are clearly frivolous or filed with the intent to harass another individual. If, after reviewing your complaint, the Court determines that you have filed a lawsuit for an improper or clearly unnecessary purpose, it may impose sanctions against you. Those sanctions may include ordering you to pay a fine or pay the legal fees of the person or persons against whom you filed the lawsuit.

**Court staff cannot provide you with legal advice or tell you what you “should” or “could” do in any given situation.** The Clerk's Office is not allowed to fill out any forms for you or to give you free copies of documents. This means, for example, that the Clerk's staff cannot do any of the following:

- recommend a legal course of action or suggest ways to help you win your case;
- predict how or when a district or magistrate judge may decide any issue;
- interpret the meaning of any judicial order;
- interpret the law or federal or local rules;
- calculate response times or deadlines; or
- conduct legal research.

## RESOURCES

Where can you get legal advice?

If you decide that you do not wish to represent yourself but do not know a lawyer who can assist you, you should consult the Yellow Pages of your telephone directory or call the [Maine State Bar Association Lawyer Referral Service](#) (1-800-860-1460). If your income qualifies, you may be eligible for free or low cost legal assistance from an office of the [Pine Tree Legal Assistance](#), or from the [Volunteer Lawyers Project of Maine](#) (1-800-442-4293 or 207-774-4348). If you are over 60 years old, you may be eligible for legal assistance from an office of the [Legal Services for the Elderly](#) (1-800-750-5353).

## ELECTRONIC CASE FILING INFORMATION

The Court has the capacity to accept pleadings filed electronically through the Internet. A non-prisoner who is a party to a civil action and who is not represented by an attorney may submit an Electronic Case Filing (ECF) registration form. A registration form is attached to the appendix section of this document. Prior to submitting an application, you must confirm that you meet the system requirements needed to file and receive electronic documents, and review the on-line User Manual and the Administrative Procedures Governing the Filing and Service by Electronic Means. By registering to file electronically you are also consenting to be served electronically, in accordance with the provisions of



F.R.Civ.P. 5(b)(2)(E), and you will **no longer** receive documents filed with the Court or by the Court in the mail.

## **TYPES OF CASES FILED IN FEDERAL COURT**

The United States District Court for the District of Maine is a federal court. Federal courts only have jurisdiction, or legal authority, to hear certain types of cases. As is the case in all federal courts, this Court is generally authorized to hear disputes that fall into the following four categories:

1. Those that deal with a question involving the United States Constitution. The federal courts hear specific types of cases described in the U.S. Constitution or specifically provided for by Congress;
2. Those that involve questions of federal law. Federal laws may cover issues not addressed by state laws, such as interstate commerce, damages at sea, labor laws, environmental matters, agriculture, federal tax matters, and many other areas;
3. Those that involve the United States as a party, whether as a plaintiff or defendant; and
4. Those that involve a dispute among residents of different states with an amount in controversy exceeding \$75,000, which is considered diversity of citizenship. For example, if you live in Maine and you file a lawsuit against a defendant who lives in Virginia, then there would be “diversity.” If your case is worth less than \$75,000 you may need to file it in state court. If the other party, or the Court, questions whether your case is worth more than \$75,000 or whether “diversity” exists, you may need to provide evidence supporting your case before you can proceed.

If your complaint does not fall under any of these categories, the federal court may not be the appropriate venue to pursue your claims. It will be your burden to demonstrate that your case belongs in federal court.

## PRACTICES AND PROCEDURES

### HOW TO FILE A CASE:

A civil action is initiated upon the filing of a Complaint. The following documents must be filed:

1. One (1) Original Complaint. The complaint is the document that the plaintiff files to initiate a lawsuit. You may write your own complaint or use the blank Complaint Form attached to the appendix section of this document. A complaint does not need to be typewritten, but must be legible if handwritten. It must be submitted on 8 ½" x 11" paper. The complaint should contain:

- 1) a caption or heading specifying the court in which it is being filed. All plaintiffs and defendants must be listed in the caption of the complaint.
- 2) a title, i.e. —Complaint
- 3) numbered paragraph(s) for *each* plaintiff containing the name and address of that plaintiff.
- 4) numbered paragraph(s) for *each* defendant containing the name and address of that defendant. You must indicate whether each defendant is being sued in his/her individual capacity, official capacity, or both.
- 5) a numbered paragraph stating why this Court has jurisdiction, or legal authority, to decide the case.
- 6) numbered paragraph(s) containing a statement of facts that are alleged to have caused the damage claimed. These allegations, or claims, should include a short and plain statement of the facts and why you contend you are entitled to relief. There should be a separate numbered paragraph for each factual allegation made. The statement of facts should include a description of what the defendant(s) did or failed to do and how those acts or omissions caused injury or damage, as well as a description of any injury sustained and what medical treatment, if any, was required.

Names, dates, and events should be described accurately. Failure to allege facts demonstrating that each defendant was personally involved in and/or responsible for the alleged incident or harm may result in dismissal of that defendant or the case.

- 7) the date, with an **original** signature, followed by your complete mailing address and telephone number. You should exercise care to assure that all statements are true and accurate.

There is no jury fee in federal court. However, if a jury trial is desired, a jury demand must be filed as a separate pleading at the outset or requested in the complaint and included in the title of the complaint. In some kinds of cases, such as tort actions against the United States, jury trials are not available.

2. A Civil Cover Sheet (Form JS-44) with an **original** signature must accompany the complaint. Instructions for completing this form may be found on the second page of the JS-44. JS-44 Forms are available on the Court's website ([www.med.uscourts.gov](http://www.med.uscourts.gov)) or at any Clerk's Office location. A blank Civil Cover Sheet is attached to the appendix section of this document.

3. Notice of *Pro Se* Appearance form with an **original** signature. A Notice of *Pro Se* Appearance form is attached.

4. Filing Fee or Motion to Proceed *In Forma Pauperis*. As of May 1, 2013, the current filing fee is \$400. A credit card, money order, cashier's check, personal checks or cash are acceptable forms of payment. If you are unable to afford the filing fee and service costs, you may ask the Court to waive those fees and costs. To request this, you must file an Application for Leave to Proceed *In Forma Pauperis* and supporting affidavit. An affidavit is a document that you will need to swear

under oath is true and accurate. The application and affidavit must be typewritten or legibly handwritten and include an original signature. Blank application and affidavit forms are available on the Court's website ([www.med.uscourts.gov](http://www.med.uscourts.gov)) or at any Clerk's Office location. A form Application for Leave to Proceed *In Forma Pauperis* is attached to the appendix section of this document.

After you have completed the complaint and supporting documentation, the deputy clerk who is helping you will review the documents in your case to make sure that all of the questions have been answered on the forms. If everything is in order, and you are paying the filing fee, the deputy clerk will:

1. File stamp your documents (the file stamp shows the date and time you filed the case).
2. Assign a case number and judges (both a district judge and a magistrate judge). The case number (for example, 1:12-cv-123-JAW) is broken down into four parts: whether the case is a Bangor (1) or a Portland (2); the year the case was filed (e.g. 2012); the sequence of case (here, 123); and the judge to which the case has been assigned: Hornby (DBH), Singal (GZS), Torresen (NT) or Woodcock (JAW).
3. Provide notice of lawsuit and waiver of service forms or sign summon(s) form (if requested), and;
4. Write you a receipt for the \$400.00 filing fee.

**If you are asking that the filing fee be waived, the Clerk will not issue any summons forms when you file your case.** Instead, a judge will first conduct an initial review to decide if a) your filing fee should be waived and b) your complaint is subject to dismissal. If the Court dismisses your complaint, your case is over. Neither the Judge nor the Clerk will take any further action in your case.

If the Court determines that your case should proceed and grants your Application for Leave to Proceed *In Forma Pauperis*, the Court will issue an order for service instructing the Clerk's Office to prepare the necessary paperwork and forward it to the United States Marshal Service where they will effect service on your behalf. **It is your obligation to provide the Court with an address(es) where the defendant(s) can be served.**

If the Court **denies** your Application for Leave to Proceed *In Forma Pauperis*, the Court will send you an order in the mail telling you when the filing fee must be paid. **Your case may be dismissed if you fail to pay the filing fee by the date ordered.** If you are required to pay the fee, then you must make arrangements to serve the defendants with your complaint.

### **SERVICE OF THE COMPLAINT**

As provided in F.R.Civ.P.4(d), a plaintiff will ordinarily request that the defendant waive formal service (that is, the formal delivery of the complaint or other papers to the defendant, officially notifying the defendant of the action). Generally, a plaintiff will send the defendant a copy of the complaint together with a Notice of Lawsuit and Request for Waiver. (The notice and waiver forms are available in the Clerk's Office and on the Court's website [www.med.uscourts.gov](http://www.med.uscourts.gov) ). The defendant will sign the waiver of service and return it to the plaintiff who will file it with the Court. The action will thereafter proceed as if service of a summons and complaint had been made. If the defendant does not waive service, the plaintiff must complete a summons, present it to a deputy clerk to sign and seal, and then

have it served upon the defendant in accordance with F.R.Civ.P. 4. If the plaintiff has been granted leave to proceed in forma pauperis, the Court may order that service of the complaint be completed by the Clerk's Office.

## PROCEEDINGS AFTER SERVICE

### DEFENDING A CIVIL CASE/ANSWER TO COMPLAINT

The party who is the defendant in a lawsuit is the person against whom relief or recovery is sought. Keep in mind that you should seriously consider obtaining professional legal assistance. The answer is the formal written statement responding to the complaint setting forth the grounds for a defense. For more information on who can provide legal services, see the "RESOURCES" section of this document. The Federal Rules of Civil Procedure set a deadline for a defendant to answer or respond to a complaint. Typically, a defendant must file an answer or responsive motion within 21 days after being served with the summons and complaint. If a defendant receives a request to waive service, and he/she elects to waive formal service he/she must return the form to the plaintiff within 30 days of the date the Notice of Lawsuit and Request for Waiver was mailed to the defendant. If the defendant signs the "Waiver of Service," he/she is allowed 60 days from the date the plaintiff mailed the waiver to respond to the complaint. The defendant may file his/her answer or responsive motion by mailing or bringing it to the Clerk's Office. The defendant's response shall include the case caption that appears on the complaint. The answer should state any defenses he/she has to the plaintiff's claims

and admit or deny the allegations in the complaint. The defendant can request a jury trial, and the request can be incorporated within the answer.

The defendant must mail a copy of everything he/she files with the Court to the plaintiff's attorney or the plaintiff (if he or she is *pro se*) and to any additional parties. The defendant must attach a certificate of service to these documents. A sample of a certificate of service is attached to the appendix of this document.

If the defendant has been served with a summons and complaint or he/she was served with a complaint and agreed to waive service and does not file an answer or other response with the Court, the plaintiff may ask the Clerk of Court to enter default and the Court to order a default judgment against you.

## SCHEDULING ORDERS

After the defendant(s) have entered their appearance in your case, either by filing an answer or a motion, the Court will file a Scheduling Order. If a defendant files a motion to dismiss your complaint, the Court will ordinarily decide that motion before issuing a Scheduling Order. The Scheduling Order will set deadlines for doing or filing certain things in your case. It includes deadlines for discovery (getting information from each other about the case), filing motions, and when the case will be ready for trial.

## MOTIONS

A motion is a request to the Court for an order directing certain action. For example, you may ask the judge to grant you an extension of time to file a

document. Another example is a dispositive motion, such as a motion to dismiss, motion for summary judgment, or motion for judgment on the pleadings. A dispositive motion may resolve an issue or end the case before trial. Every motion should include the case caption, state the specific reason(s) for the request made, and state what relief or action the movant is requesting. Motions must be submitted separately from other filings and contain the word “motion” in the title. A motion must also incorporate a memorandum of law explaining why the party filing the motion is entitled to relief, with appropriate legal citations. A non-dispositive motion with incorporated memorandum, or in opposition to a non-dispositive motion, shall not exceed ten (10) pages. A dispositive motion with memorandum, or in opposition to a dispositive motion, shall not exceed twenty (20) pages. Reply memoranda shall not exceed seven(7) pages. For more information, see [Local Rule 7](#).

Motions can be decided without oral argument (hearing). Parties may make a written request for oral argument, but the decision whether to hold oral argument is within the discretion of the presiding judge.

As with all other documents filed with the Court, you must provide a copy of the motion and incorporated memorandum to each party. These documents must include a certificate of service.

Motions often require a great deal of time and effort from the Court. For this reason, motions should not be made frivolously as such filings could result in sanctions from the Court.



## DISCOVERY

Discovery is the process of obtaining relevant information from the opposing party or from non-party witnesses. Discovery is allowable in most civil cases, but not in Social Security appeals. The process of discovery is governed by Rules 26 through 37 of the Federal Rules of Civil Procedure, as well as [Local Rule 26](#). The Scheduling Order will contain a deadline for the completion of discovery. There are many different ways to obtain discovery. The most common ways include:

- interrogatories (written questions to the opposing party)
- requests for production of documents from the opposing party
- depositions (a recorded questioning of a party or a potential witness under oath)

If your case involves discovery, here are some things you should know:

- Make discovery requests promptly, so the party to whom the discovery is directed has sufficient time to answer or object before the discovery deadline.
- Respond to any discovery requests you receive. A party who does not respond to a discovery request may be subject to sanctions.
- Do not send copies of discovery requests and answers to the Court, unless you are directed to do so by the Court.

## PROCEEDINGS AFTER TRIAL OR GRANTING DISPOSITIVE MOTION

### JUDGMENT

Once all issues in the case have been determined, a document entitled “Judgment” shall be entered by the Clerk’s Office in accordance with Rule 59 of the Federal Rules of Civil Procedures and the case will be closed.

### BILL OF COSTS

The party that ultimately wins a lawsuit may be awarded certain costs of litigation. These costs are assessed by the Court and must be paid by the losing party. If the plaintiff wins the case, a Bill of Costs may be filed against the defendant(s). If the plaintiff loses, however, the defendant(s) may file a Bill of Costs against the plaintiff. These costs, which are explained more fully at 28 U.S.C. § 1920 and [Local Rule 54.3](#), include expenses such as deposition(s), printing, witness fees, and other costs. Even if the plaintiff was granted leave to file *in forma pauperis*, costs may be assessed if the defendant prevails. To obtain more information on the District of Maine’s Guidelines for Bill of Costs, click on the link [Guideline for Bill of Costs](#).

### APPEAL

If you intend to appeal the decision or verdict of the judge or jury, you should carefully review the Federal Rules of Appellate Procedure (Fed. R. App. P.).

If a party believes a jury verdict or decision rendered by the Court was incorrect, the appeal is decided by the United States Court of Appeals for the First Circuit in

Boston, Massachusetts. An appeal of a decision is commenced by filing a Notice of Appeal with this Court. The Notice of Appeal should contain a description of the party or parties filing the appeal, a description of the judgment or order or the part of the order or judgment appealed from, and the name of the court to which the appeal is taken. If more than one party wishes to appeal the decision or verdict, each party must file a separate notice of appeal.

The fee for filing a Notice of Appeal is \$505 unless the person filing the appeal has been granted *in forma pauperis* status. Unless the district court certifies that the appeal was not taken in good faith, a party who has previously been granted *in forma pauperis* status in the case need not file a new motion to proceed *in forma pauperis* on appeal. Fed. R. App. P. 24(a)(3).

## DEFINITIONS OF COMMON LEGAL WORDS

### **\*AS DEFINED BY THE ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**

[HTTP://WWW.USCOURTS.GOV/COMMON/GLOSSARY.ASPX](http://www.uscourts.gov/common/glossary.aspx)

#### **Affidavit**

A written or printed statement made under oath.

#### **Answer**

The formal written statement by a defendant in a civil case that responds to a complaint, articulating the grounds for defense.

#### **Article III Judge**

An Article III Judge also referred to as a District Judge is a federal judge who is appointed for life, during “good behavior,” under Article III of the Constitution. Article III judges are nominated by the President and confirmed by the Senate.

#### **Brief**

A written statement submitted in a trial or appellate proceeding that explains one side's legal and factual arguments.

#### **Burden of Proof**

The duty to prove disputed facts. In civil cases, a plaintiff generally has the burden of proving his or her case. In criminal cases, the government has the burden of proving the defendant's guilt.

#### **Clerk of Court**

The court officer who oversees administrative functions, especially managing the flow of cases through the court.

#### **Complaint**

A written statement that begins a civil lawsuit, in which the plaintiff details the claims against the defendant.

#### **Damages**

Money that a defendant pays a plaintiff in a civil case if the plaintiff has won. Damages may be compensatory (for loss or injury) or punitive (to punish and deter future misconduct).

**Default judgment**

A judgment awarding a plaintiff the relief sought in the complaint because the defendant has failed to appear in court or to otherwise respond to the complaint.

**Defendant**

An individual (or business) against whom a lawsuit is filed.

**Deposition**

An oral statement made before an officer authorized by law to administer oaths. Such statements are often taken to examine potential witnesses, to obtain discovery, or to be used later in trial.

**Deputy Clerk**

A deputy clerk, also referred to as a case manager in the District of Maine, works under the supervision of the Clerk of Court. A deputy clerk performs a variety of procedures relating to the preparation and processing of court cases. A deputy clerk executes such tasks as record keeping, docketing, filing, and maintaining exhibits for the Court.

**Discovery**

Procedures used to obtain disclosure of evidence before trial.

**Dismissal with prejudice**

Court action that prevents an identical lawsuit from being filed later.

**Dismissal without prejudice**

Court action that allows a later filing.

**Docket**

A log containing the complete history of each case in the form of brief chronological entries summarizing the court proceedings.

**Ex Parte**

A proceeding brought before a court by one party only, without notice to or challenge by the other side.

**Federal Question Jurisdiction**

Jurisdiction given to federal courts in cases involving the interpretation and application of the U.S. Constitution, acts of Congress, and treaties.

**File**

To place a paper in the official custody of the Clerk of Court to enter into the files or records of the case.

***In forma pauperis***

"In the manner of a pauper." Permission given by the Court to a person to file a case without payment of the required court fees because the person cannot pay them.

**Interrogatories**

A form of discovery consisting of written questions to be answered in writing and under oath.

**Judgment**

The official decision of a court finally resolving the dispute between the parties to the lawsuit.

**Jurisdiction**

The legal authority of a court to hear and decide a certain type of case. It also is used as a synonym for venue, meaning the geographic area over which the court has territorial jurisdiction to decide cases.

**Lawsuit**

A legal action started by a plaintiff against a defendant based on a complaint that the defendant failed to perform a legal duty which resulted in harm to the plaintiff.

**Litigation**

A case, controversy, or lawsuit. Participants (plaintiffs and defendants) in lawsuits are called litigants.

**Magistrate Judge**

A judicial officer of a district court who conducts initial proceedings in criminal cases, decides criminal misdemeanor cases, conducts many pretrial civil and criminal matters on behalf of district judges, and decides civil cases with the consent of the parties.

**Moot**

Not subject to a court ruling because the controversy has not actually arisen, or has ended.

**Motion**

A request by a litigant to a judge for a decision on an issue relating to the case.

**Oral argument**

An opportunity for lawyers to summarize their position before the court and also to answer the judges' questions.

**Plaintiff**

A person or business that files a formal complaint with the court.

**Pleadings**

Written statements filed with the court that describe a party's legal or factual assertions about the case.

**Sanction**

A penalty or other type of enforcement used to bring about compliance with the law or with rules and regulations.

**Service of Process**

The delivery of writs or summonses to the appropriate party.

**Settlement**

Parties to a lawsuit resolve their dispute without having a trial. Settlements often involve the payment of compensation by one party in at least partial satisfaction of the other party's claims, but usually do not include the admission of fault.

**Statute**

A law passed by a legislature.

**Statute of Limitations**

The time period within which a lawsuit must be filed or a criminal prosecution begun. The deadline can vary, depending on the type of civil case or the crime charged.

**Summary Judgment**

A decision made on the basis of statements and evidence presented for the record without a trial. It is used when it is not necessary to resolve any factual disputes in the case. Summary judgment is granted when – on the undisputed facts in the record – one party is entitled to judgment as a matter of law.

Appendix A: Sample Complaint and Civil Cover Sheet

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MAINE**

**PRO SE CIVIL COMPLAINT**

**Case No.**

(the court will assign a number)

**I. CASE CAPTION: Parties to this Civil Action:**

Pursuant to Fed. R. Civ. P. 10(a), the names of **all** parties must appear in the case caption.

The court will **not** consider a claim against any defendant who is not listed in the caption.

1. Plaintiff(s) Name(s):      Address(es):      Telephone No. (only if  
**you are NOT** a prisoner)

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2. Defendant(s) Name(s):      Address(es) If known:

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(Attach extra sheets if necessary.)

## II. STATEMENT OF CLAIM(S)

State briefly the facts of your claim. Describe how each defendant is involved. You do not need to give legal arguments or cite cases or statutes. Use as much space as you need to state the facts. (Attach extra sheets if necessary.)

1. **When** did the events occur?

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2. **What** happened?

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## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

### III. STATEMENT OF JURISDICTION

Check any of the following that apply to this case (you may check more than one):

United States or a federal official or agency is a party

Claim arises under the Constitution, laws or treaties of the United States

Violation of civil rights

Employment discrimination

Diversity of Citizenship (a matter between citizens of different states in which the amount in controversy exceeds \$75,000)

Other basis for jurisdiction in federal court (explain below)

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### IV. STATEMENT OF VENUE

State briefly the connection between this case and Maine. For example, does a party reside or do business in Maine? Is a party incorporated in Maine? Did an injury occur in Maine? Did the claim arise in Maine?

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## **V. RELIEF**

State briefly what you want the court to do for you.

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## **VI. EXHAUSTION OF ADMINISTRATIVE PROCEDURES**

Some claims, but not all, require exhaustion of administrative procedures. Answer the questions below to the best of your ability.

1. Have the claims which you make in this civil action been presented through any type of administrative procedure within any state or federal government agency?

Yes

No

2. If you answered yes, state the date your claims were so presented, how they were presented, and the result of that procedure:

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3. If you answered no, give the reasons, if applicable, why the claims made in this action have not been presented through administrative procedures:

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**VII. ARE YOU REQUESTING TRIAL BY A JURY OR BY A JUDGE?  
(check one):**

JURY

JUDGE

**VIII. VERIFICATION**

**I (we) declare under penalty of perjury that the foregoing is true and correct.**

Date(s) Executed:

Signature(s) of Plaintiff(s):

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Note:

IF YOU CANNOT AFFORD TO PAY THE COURT'S FILING FEE UPON THE FILING OF YOUR COMPLAINT, THERE IS A SEPARATE FORM TO BE USED FOR APPLYING TO PROCEED IN FORMA PAUPERIS. Also, if there is more than one plaintiff in the case who wishes to proceed *in forma pauperis*, **each such plaintiff must submit a separate application to proceed *in forma pauperis*.**

LEAVE BLANK TO INSERT PDF VERSION OF CIVIL COVERSHEET

## Appendix B: Application To Proceed In District Court Without Prepaying Fees or Costs

AO 240 (Rev. 07/10) Application to Proceed in District Court Without Prepaying Fees or Costs (Short Form)

### UNITED STATES DISTRICT COURT

for the  
District of Maine

<i>Plaintiff/Petitioner</i>	)	
v.	)	Civil Action No. _____
	)	
<i>Defendant/Respondent</i>	)	_____

#### APPLICATION TO PROCEED IN DISTRICT COURT WITHOUT PREPAYING FEES OR COSTS (Short Form)

I am a plaintiff or petitioner in this case and declare that I am unable to pay the costs of these proceedings and that I am entitled to the relief requested.

In support of this application, I answer the following questions under penalty of perjury:

1. *If incarcerated.* I am being held at: \_\_\_\_\_.

If employed there, or have an account in the institution, I have attached to this document a statement certified by the appropriate institutional officer showing all receipts, expenditures, and balances during the last six months for any institutional account in my name. I am also submitting a similar statement from any other institution where I was incarcerated during the last six months.

2. *If not incarcerated.* If I am employed, my employer's name and address are:

My gross pay or wages are: \$ \_\_\_\_\_, and my take-home pay or wages are: \$ \_\_\_\_\_ per \_\_\_\_\_  
(specify pay period) \_\_\_\_\_.

3. *Other Income.* In the past 12 months, I have received income from the following sources (check all that apply):

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) Business, profession, or other self-employment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Rent payments, interest, or dividends          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Pension, annuity, or life insurance payments   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Disability, or worker's compensation payments  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Gifts, or inheritances                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (f) Any other sources                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered "Yes" to any question above, describe below or on separate pages each source of money and state the amount that you received and what you expect to receive in the future.

4. Amount of money that I have in cash or in a checking or savings account: \$ \_\_\_\_\_.

5. Any automobile, real estate, stock, bond, security, trust, jewelry, art work, or other financial instrument or thing of value that I own, including any item of value held in someone else's name (*describe the property and its approximate value*):

6. Any housing, transportation, utilities, or loan payments, or other regular monthly expenses (*describe and provide the amount of the monthly expense*):

7. Names (or, if under 18, initials only) of all persons who are dependent on me for support, my relationship with each person, and how much I contribute to their support:

8. Any debts or financial obligations (*describe the amounts owed and to whom they are payable*):

*Declaration:* I declare under penalty of perjury that the above information is true and understand that a false

Date: \_\_\_\_\_

\_\_\_\_\_  
*Applicant's signature*

*Printed name*



UNITED STATES DISTRICT COURT  
FOR THE  
DISTRICT OF MAINE

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Plaintiff(s)

vs.

Civil Action No:

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Defendant(s)

NOTICE OF PRO SE APPEARANCE

I, \_\_\_\_\_, a Plaintiff/Defendant in the above captioned matter, hereby enter my appearance as a *pro se* party. I understand that I am responsible for notifying the Court of any changes to my mailing address as well as any change in my status should I obtain representation by an attorney in the future.

All court papers may be mailed to me by first class mail at the address shown below; however, if I, \_\_\_\_\_, elect to complete and submit an ECF Pro Se Registration form, I will abide by the conditions set forth in the document titled "ECF Registration for Pro Se Filers".

Pursuant to Fed.R.Civ.P. 5(d), I also understand that I am responsible for serving upon all parties who appear in this action a copy of the document I filed and also provide the Court with a *Certificate of Service* which attests to this fact.

My Street Address is:

My Mailing Address:  
(if different from street address:)

Town/City State/ Zip Code :

Town/City State/ Zip Code :

Telephone Number:

Date:

Signature:

Appendix D: Sample of Certificate of Service

UNITED STATES DISTRICT COURT  
FOR THE  
DISTRICT OF MAINE

Name(s) of Plaintiff(s)

v.

Case No.:

Name(s) of Defendant(s)

CERTIFICATE OF SERVICE

I, \_\_\_\_\_, representing myself, do hereby certify that on  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ I served a copy of the foregoing on the opposing side by  
mailing/hand delivering a copy thereof to (list the name and addresses of the  
person(s) you sent a copy to):

_____	_____
_____	_____
_____	_____
_____	_____

Signature :

Date:

## Appendix E: District Court Fee Schedule

### DISTRICT COURT FEE SCHEDULE

*Effective December 1, 2013*

#### FILING FEES

Filing fee for civil actions \$400

Filing fee for appeal \$505

Filing fee for certain miscellaneous cases. Applicable in the following instances: \$46

- *For filing any document that is not related to a pending case or proceeding.*
- *Filing of a petition to perpetuate testimony, Rule 27(a), Federal Rules of Civil Procedure*
- *Filing of papers by trustees under 28 U.S.C. § 754*
- *Filing of letters rogatory or letters of request*
- *Registering of a judgment from another district pursuant to 28 U.S.C. § 1963.*
- *Registration of Foreign Judgment*
- *Power of Attorney*

For an appeal to a district judge from a judgment of conviction by a magistrate judge in a misdemeanor case. \$37

For filing an action brought under Title III of the Cuban Liberty and Democratic Solidarity (LIBERTAD) Act of 1996, P.L. 104-114, 110 Stat. 785 (1996). \$6,355

#### COPY & RECORDS RETRIEVAL FEES

For conducting a search of the district court records. \*<sup>1</sup> \$30 per name or item searched

\*<sup>1</sup> **Note:** This fee applies to services rendered on behalf of the United States if the information requested is available through electronic access.

For reproducing any record of paper. \*<sup>2</sup> 50 cents per page

\*<sup>2</sup> **Note:** This fee applies to services rendered on behalf of the United States if the record or paper requested is available through electronic access

For printing electronic records. 10 cents per page

For reproduction of an audio recording of a court proceeding. * <sup>3</sup>	\$30 including the cost of materials
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\*<sup>3</sup> **Note:** This fee applies to services rendered on behalf of the United States if the recording is available electronically.

For retrieval of one box of records from a Federal Records Center, National Archives, or other storage location removed from the place of business of the court. For retrievals involving multiple boxes, additional charges apply.	\$64 for one box, \$39 for each additional box
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<b>ATTORNEY ADMISSIONS FEES</b>	\$176
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For admission of attorneys to practice, including a certificate of admission.

For a duplicate certificate of admission or certificate of good standing.	\$18
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<b>PRO HAC VICE ADMISSION FEES</b>	\$100
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**MISCELLANEOUS FEES**

For certification of any document.	\$11
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For exemplification of any document.	\$21
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For a check paid into the court which is returned for lack of funds.	\$53
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**United States District Court  
District of Maine**

**ECF REGISTRATION FORM FOR PRO SE FILERS**

<b>Purpose:</b> Use this form to register for transmission and electronic notification using the Electronic Case Files (ECF) System. Registered users will have permission to receive electronic notification of documents submitted electronically and to view the electronic docket sheets and documents.		<b>Instructions:</b> <b>You cannot submit this form electronically.</b> Complete the form on-line, print, sign, and return it to the Clerk's Office at the address below. The Clerk's Office will notify you by e-mail upon successful registration. All information is required, including your original signature.											
<b>Questions?</b> Visit our website at <a href="http://www.med.uscourts.gov">www.med.uscourts.gov</a>													
<b>Name:</b> (First, Middle Initial, Last)		<b>Address:</b>											
<b>Telephone:</b>													
<b>E-mail address:</b>													
<b>Place of Birth:</b>		(For security and confirmation purposes)											
<b>By submitting this registration form, the undersigned agrees to the following:</b>													
<ol style="list-style-type: none"> <li>1. I agree that entering /s/ and my typed name (ex. /s/ John Doe) on all documents filed with the Court will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure.</li> <li>2. In accordance with the provisions of F.R.Civ.P.5(b)(2)(E), I agree that I will receive service by electronic means.</li> <li>3. I agree to waive the provisions of F.R.Civ.P.77(d) and F.R.Crim.P.49(c) providing for service of notice of the entry of an order or judgment by mail. I consent to notification of such service by electronic means.</li> <li>4. I agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved civil and criminal event menus of the ECF system.</li> <li>5. I agree to abide by the Instructions for Non-Prisoner, Pro Se Litigants Registered with CM/ECF included herein and that all documents will be submitted in accordance with the Administrative Procedures Governing Filing and Service by Electronic Means and the Court's CM/ECF User Manual.</li> <li>6. I understand that my failure to abide with the rules of this Court could result in forfeiture of my access to the Court's electronic in box and electronic notification via CM/ECF.</li> </ol>													
<b>Signature:</b>		<b>Date:</b>											
<b>Return this form to:</b> Christa K. Berry, Clerk, U.S. District Court Attn: ECF Registrations 156 Federal St. Portland, ME 04101		<b>COURT USE ONLY:</b> <table border="1"> <tr> <td>Processed by</td> <td></td> </tr> <tr> <td>Test Message Sent</td> <td></td> </tr> <tr> <td>Confirmation Message Sent</td> <td></td> </tr> <tr> <td>Registration E-mail Sent</td> <td></td> </tr> <tr> <td>Date scanned</td> <td></td> </tr> </table>		Processed by		Test Message Sent		Confirmation Message Sent		Registration E-mail Sent		Date scanned	
Processed by													
Test Message Sent													
Confirmation Message Sent													
Registration E-mail Sent													
Date scanned													

**You will receive confirmation of your ECF Registration by e-mail.**

**Instructions for Non-Prisoner, Pro Se Litigants**  
**Registered with CM/ECF**

**Transmitting Documents for Filing in a Civil Action**

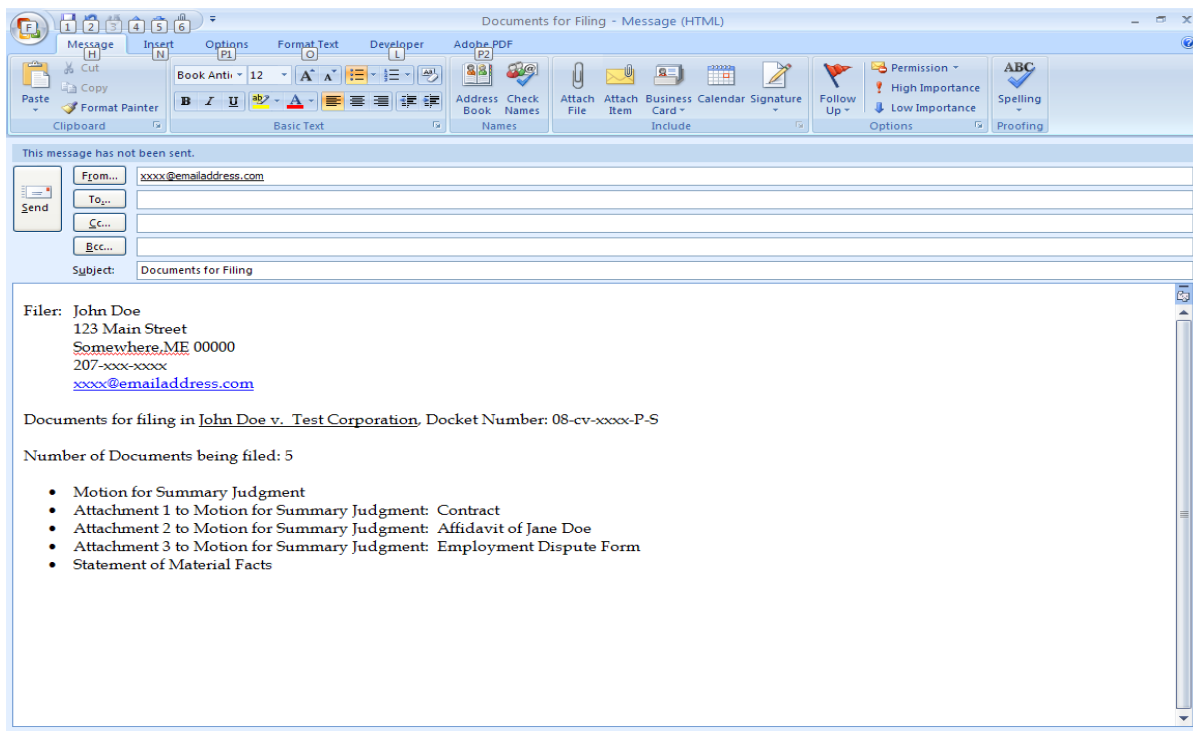
Documents shall be filed by e-mail in PDF so that the documents can be added to the Court's Electronic Case Filing System (ECF) by the Clerk's Office. No individual PDF document shall exceed 5 MB in size. Exceeding this limit may result in delivery failure. In the event that the number of email attachments exceeds 5 MB, consider sending the attachments over the course of several email messages in order to avoid a delivery failure.

The body of the e-mail must contain:

- The name of the filer;
- The address, e-mail address and telephone number of the registered pro se filer;
- The number of documents attached to the e-mail;
- The type of documents being filed including a brief description of documents attached;
- The title and docket number of the case.

**Important:** The body of the e-mail must not contain any other information. Only the documents attached to the e-mail will constitute your filing(s). Any information contained in the body of the e-mail does not constitute a filing and will not be docketed by the Clerk's Office.

Example:



E-mail for Bangor cases shall be sent to [newcases.bangor@med.uscourts.gov](mailto:newcases.bangor@med.uscourts.gov)

E-mail for Portland cases shall be sent to [newcases.portland@med.uscourts.gov](mailto:newcases.portland@med.uscourts.gov)

**Important:** Registered pro se filers will continue to receive electronic notification (NEFs) from the CM/ECF System in cases to which they are a party.

Failure to abide with the rules of this Court and procedures for electronic case filing could result in forfeiture of your access to the Court's electronic in box and electronic notification via CM/ECF.

For detailed information and instructions concerning filing of pleadings and the Court's ECF System go to:

<http://www.med.uscourts.gov/ecf/adminprocedures.htm>

<http://www.med.uscourts.gov/ecf/usermanual.htm>

The Court's Help Desk is available Monday through Friday, if you need assistance.

- **Help Desk: Bangor 1-207-945-0575 ext. 1 or 1-866-820-5315 ext. 1 (toll free)**
- **Help Desk: Portland 1-207-780-3356 ext. 1 or 1-866-540-3017 ext. 1 (toll free)**
- **E-mail -- [ecfhelp@med.uscourts.gov](mailto:ecfhelp@med.uscourts.gov)**